

CONFIDENTIAL

12 June 1956

MEMORANDUM FOR: Chief, Basic School

SUBJECT: Week of 5 - 12 June 1956

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1. Basic Supervision. [] conducted two follow-up meetings for previous Basic Supervision Courses. One, on 5 June for GS-12 - 14, included members of 3 Basic Supervision Courses. Thirty former students came to the meeting, where Mr. Kirkpatrick discussed the topic "Problems of Management in CIA," dealing with three problems of Agency-wide concern and the ways in which these problems affect the first-line supervisor.

The second follow-up meeting, held Tuesday, 12 June, covered a group of 21 supervisors, GS-4 - 7 from two Basic Supervision Courses. Mr. Baird talked informally to the group about career planning, and the discussion which followed centered on career planning as it affects the first-line supervisor.

2. SR Division Program. The first group of the SR Operational Management Course completed their two weeks' work on Friday 8 June. They seemed cheerful, enthusiastic, and confident of two benefits from the course: 1) a sustained exchange of ideas with their peers and 2) a better systematized concept of the Branch Chief's job.

The Division has requested a second session to follow immediately, and this group of 15 began Monday morning, 11 June in the Conference room, K Building.

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3. Personnel. [] will be on annual leave the week of 18-22 June, and will be in a workshop in the University of Chicago 25 June - 6 July. She will return to the office about 9 July.

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[] will be on annual leave the week of 25 - 29 June.

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Chief, Management Training

25 YEAR RE-REVIEW

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